

General Services Administration
Western Distribution Center (9FS-TR)
Rough and Ready Island, Bldg 414
Stockton, CA 95203

October 23, 2002

MEMORANDUM FOR: ALL CARRIERS

FROM: CHRIS COLEY
TRAFFIC MANAGER
GSA, FSS, WDC

SUBJECT: CARRIER MEETING

You are invited to attend a meeting on Wednesday, November 13, 2002, at 10:00 A.M., Bldg 330, Sharpe Depot, 700 E. Roth Road, French Camp, CA, to update you on the status of our move to the Sharpe site. This update will be most beneficial. At this presentation we will discuss the GSA supply chain procedure and how you fit into it, security issues, timing issues and much more. The presentation is really geared toward the truck carriers, however, it will be beneficial to the air, water and rail carriers, as you will receive a tour of our new building.

We will present our Pre-Receiving procedures. With all the Hi-Tec procedures we will be implementing you will need to provide us with your transit reports on a daily basis. I am letting you know now so when March 31, 2003 rolls around you will have this process in place. Many of you are providing these reports already.

Please contact me by November 6, 2002 to let me know how many people will be attending. If you have any questions please contact me. I look forward to seeing you and may I take this opportunity to say you are doing a great job and we appreciate you.

Please be aware you will need your ID and insurance papers on your vehicle to get into the gate at the Sharpe site. Please allow extra time for this process.

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